

# Questions from the Indiana Course Access Program (iCAP) School Support Training Webinars

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How do the CTE courses play into the funding piece for the school individually?

How does enrollment in CTE courses on iCAP impact funding reimbursement?

How does this apply to home school students who are dual enrolled in a public school?

Is there a reimbursement to the school of the initial 50% deposit if the student drops within the drop period?

For non-continuous courses, will there be set dates for enrollment and then guaranteed dates we will receive final grades? Can we set a course completion deadline to meet our graduation date, etc?

So if the course titles may or may not be accurate, can we award credit based on the course number (we're certain those will meet the standards)?

Does our district have to approve any course requested by a student?

Can we deny a request if the course is already offered at our school?

If we have a student who wants to take American Sign Language online through iCAP, they can utilize this without us having a licensed ASL teacher in our building?

If we have another vendor like APEX and there is a course a student wants that is not on APEX (for example ASL), then must we allow a student to take ASL on iCAP?

If I could not find a teacher for a given subject, could students pursue the course through the iCAP option? For example, Spanish I.

If our school does not have room in our social studies teachers' schedules to teach Indiana Studies, which must now legally be offered, are we required to pay for the few students who signed up to take it through iCAP or since we only had 3 students sign up, do we have to offer this option?

Will this replace our need for a contract of our own for credit recovery?

I read that there is a limit of 3 courses per student. Is that 3 courses per semester? Per school year?

How does Dual Credit work with iCAP providers?

Do students enrolled in Ivy Tech's iCAP courses earn dual credit?

To clarify for reporting purposes, are students enrolled in iCAP considered dual enrolled with the provider and their public high school?

The course link to Ivy Tech's COMM 101 says that prerequisites include other Ivy Tech courses that aren't offered via iCAP. How can students meet that requirement?

Will Ivy Tech tuition be charged for iCAP courses?

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Will this presentation be available for us to download and share?

## **What is the Indiana Course Access Program (iCAP)?**

The Indiana Course Access Program (iCAP) provides options to help schools meet students' individual needs, expand learning opportunities, and diversify their curricula. The portal serves as a catalog of courses for high school students that can supplement what their home school offers.

The legislation: <http://iga.in.gov/static-documents/3/d/7/7/3d77c2e5/HB1007.06.ENRS.pdf>

What it means for schools: [State Guidance PDF](#)

## **When does this law go into effect?**

The law is in effect as of July 1, 2017. Whether a school corporation chooses to offer this to their students or not for the 2018-2019 school year is a local decision.

### ***According to the legislation:***

**Sec. 6.** *Before June 30, 2018, the department shall establish: (1) an authorization process for course providers; and (2) a review process for approval of course access program courses, which must be aligned to Indiana academic standards.*

**Sec. 12. (a)** *Beginning November 1, 2019, the department shall submit an annual report by November 1 of each year to the interim study committee on education established by IC 2-5-1.3-4 in an electronic format under IC 5-14-6 and in a manner that protects student privacy.*

**Sec 12. (c)** *By November 1, 2018, the department shall submit a report to the interim study committee on education established by IC 2-5-1.3-4 in an electronic format under IC 5-14-6 and in a manner that protects student privacy.*

### **Participating in iCAP is a school district choice, correct?**

Yes.

### **Can we choose to only accept particular providers?**

What you are describing is a local decision. We suggest school corporations develop their local policy and procedures. We have resources to support that work at <https://www.doe.in.gov/icap/icap-schools>.

### **If we have our own provider like APEX, are we still mandated to provide iCAP for students?**

We know that schools have many means of meeting student needs. The iCAP is another option, and does not have to replace current solutions in place.

### **Is the goal for this to reach down to middle and elementary at some point?**

This has not been discussed as a goal of the iCAP. We focused on secondary students at the high school level given language in Section 3 of the legislation.

*Sec. 3. As used in this chapter, "eligible student" means a student pursuing: (1) any type of diploma available for students to receive in Indiana; or (2) an industry certification that appears on the state board's approved industry certification list.*

### **Could iCAP be a solution for e-learning days?**

No, the iCAP provides full courses (one and two semester options) and could not be used as an alternative for a missed period of instruction.

### **Can the school facilitate a classroom for a class of students to take an iCAP course in the school day?**

Yes, a school may decide to utilize the iCAP this way in order to offer a group of students a course to that the school corporation could not otherwise provide. In this situation, the school might assign one iCAP Mentor to all of the students in the cohort as a classroom facilitator.

### **What am I responsible for as the district Lead Point of Contact for the iCAP?**

One member of the LEA iCAP Team serves as Lead Contact and is the primary contact person for the IDOE. This individual will be responsible for (1) the appeal process, (2) updating the Point of Contact for all schools in the LEA, and (3) maintaining accurate information.

## **What am I responsible for as a school Point of Contact for the iCAP?**

As a school point of contact, your primary responsibilities are (1) to conduct registration transactions with iCAP providers and (2) ensure final grades and credits are reflected on report cards and transcripts. Additional responsibilities may include:

- Communicating the available opportunities, benefits and risks to students, school staff, and families;
- Advising students on courses that match their interests and meet their graduation requirements;
- Maintaining the school's iCAP course student roster; and
- Ensuring equitable access to and equitable participation in the iCAP, by addressing the needs of students, teachers, and other program beneficiaries in order to overcome barriers to equitable participation.

## **Who is responsible for the student's transcript?**

The School Point of Contact is responsible for ensuring a student's final grades and credits are reflected on report cards and transcripts.

## **If I want to enroll a student in a course, what is my first step?**

You will reach out to the course provider's contact to initiate registration. Each vendor will have their own process. Registration will require sharing the student's STN number for reporting purposes. Schools will also need to be prepared to assign the student a school iCAP Mentor.

## **Who teaches the courses?**

iCAP Courses are taught by Indiana licensed educators provided by the iCAP vendor. The school is not responsible for assigning a teacher to the iCAP enrolled student; however, the school must provide an iCAP Mentor to a student once he/she is registered in an iCAP course.

## **iCAP Mentors**

### **Will iCAP Mentors have access to student's courses?**

Yes. Mentors must have access to the student's online grades; they are not responsible for grading any of the coursework or answering questions about the course content.

### **Does a mentor have to also be a school point of contact, for login access to iCAP providers?**

No, iCAP Mentors will be assigned log-in credentials in order to access the student's online grades. This will be part of the enrollment process that the iCAP Point of Contact will coordinate with the iCAP Provider.

### **Are there a minimum number of contacts the mentor must make with the student?**

There is not a minimum number of contact hours. The DOE recommends mentors work closely with online students to ensure a positive and successful experience by:

- Helping the student set goals and persist through course completion;
- Assisting with the use of technology and logging in to the course;
- Facilitating communication and fostering a student's relationship with the iCAP course teacher;
- Assisting with course participation procedures and gathering student grades; and
- Providing feedback to the iCAP Point of Contact about processes, offerings, and course providers.

### **Will the providers be "streamlined" through iCAP so that mentors will see the same information/same layout for multiple students? Or would the mentor have a different view/point of access if they have different students using different providers?**

Providers will be using different delivery platforms, so there will not be a streamlined view/point of access.

### **How does iCAP Course funding work?**

According to the legislation Sec 10 (c):

*The amount of the tuition payment for enrollment of an eligible student in a course access program course must be paid from the total amount of state tuition support that would otherwise be received by the school corporation on account of the student.*

To clarify, the courses are not free. If a school approves an iCAP course for a student, the school corporation pays the iCAP provider for the course.

### **Are the parents charged a fee for some or all of the course or does the school pay for it?**

If a school approves an iCAP course for a student, the school corporation pays the iCAP provider for the course. There should be no charge to the student's parent.

If a school denies a student an iCAP course, the parent may agree to pay the cost.

According to the Section 5 in the legislation: *However, a school corporation may not deny enrollment of an eligible student under subdivision 3 [The course access program course is logistically infeasible] if the eligible student agrees to pay the cost of tuition for the applicable course access program course.*

**Is the student and parent solely responsible for the cost of the course? What about free/reduced eligible students?**

See above regarding who is responsible for payment. Providing consideration for free/reduced eligible students is a local decision.

**Are associated fees allowable?**

No.

**Can we claim the cost in Textbook Rental fees (TBR)?**

A school's textbook rental fees do not need to be affected by the iCAP. It is understood that the school will continue to make resources available to students who are enrolled in an iCAP course.

A school cannot use textbook rental fees to pay for iCAP enrollments. Per legislation Sec 10 (c): *The amount of the tuition payment for enrollment of an eligible student in a course access program course must be paid from the total amount of state tuition support that would otherwise be received by the school corporation on account of the student.*

**What happens if a student enrolls in a class after the ADM count? Or will this be tied to the RT report?**

Schools would determine how to provide student services just as they would for traditional courses for students who enroll after the ADM count.

**Is it correct that the ADM reimbursement will be only the fee that provider listed - not the total ADM allowed for 1 period of the school day?**

Providers establish their course costs. Costs can be found in the Course Listing table and in the Course Details. Providers were given guidance on establishing course fees. You can view those at <https://www.doe.in.gov/icap/icap-providers> under Course Provider Eligibility Requirements #5.

**Will the percentage of our ADM vary since our ADM amounts vary by district?**

To clarify, course costs are set. A district's ADM amount variation will not affect the cost of a course in the iCAP Course Listing.

**Will cost be the same for all providers or will it vary by provider?**

Each course has its own price as determined by the provider. Course costs vary. These are listed at the bottom of the course descriptions. Access a course's description by clicking on the hyperlinked course title in the results list. <https://www.doe.in.gov/icap/courselisting>

**How do the CTE courses play into the funding piece for the school individually?  
How does enrollment in CTE courses on iCAP impact funding reimbursement?**

State CTE course funding is intended to offset operational costs (i.e. consumable supplies, equipment, curriculum, and staffing) of facilitating the CTE course. Since iCAP courses will be offered solely via an online format, operational costs will not be equivalent to traditional CTE courses.

Additionally, Indiana Code 20-30-16 refers to the use of ADM funding for iCAP course payment, stating that the “amount of the tuition payment for enrollment of an eligible student in a course access program course must be paid from the total amount of state tuition support that would otherwise be received by the school corporation on account of the student.”

Therefore, currently iCAP or other online CTE courses will not receive State CTE course funding. DOE and DWD will continue to collaborate regarding the online delivery of CTE courses.

Questions regarding State CTE funding can be directed to Stefany Deckard, State CTE Director, [stdeckard1@doe.in.gov](mailto:stdeckard1@doe.in.gov).

**How does this apply to home school students who are dual enrolled in a public school?**

Dual enrolled students are typically counted on a full time equivalency basis and the public school would receive grant funding for the student based on the amount of instructional time, which includes iCAP course enrollment, at the public school.

**Is there a reimbursement to the school of the initial 50% deposit if the student drops within the drop period?**

This depends upon the course provider’s Drop Policy. This can be found in the Provider’s Description in the Course Listing.

**For non-continuous courses, will there be set dates for enrollment and then guaranteed dates we will receive final grades? Can we set a course completion deadline to meet our graduation date, etc?**

Non continuous courses will have a registration window and a set date for course start and completion. School point of contacts can ask the course provider about establishing a custom deadline to meet district needs.



## **So if the course titles may or may not be accurate, can we award credit based on the course number (we're certain those will meet the standards)?**

Course titles in the iCAP portal are those that the provider had developed for their offerings and should not be considered inaccurate. All iCAP courses listed in the portal are IDOE approved and are aligned with the course descriptions and codes as listed in the Indiana Department of Education College and Career Readiness Curriculum for the 2018-2019 school year. [Code numbers and titles listed for each course description](#) must be used when reporting courses on Indiana Department of Education documents and should be used on student transcripts as well. We have added the Indiana course titles as listed in the linked IDOE reference to the iCAP course descriptions for easy reference..

## **Does our district have to approve any course requested by a student?**

No. It is up to the school corporation to approve and facilitate the registration of a student. The legislation outlines three reasons a school corporation may deny enrollment.

**Sec 5 (b)** *A school corporation may disapprove an eligible student's enrollment in a course access program only for the following reasons: (1) The course provided by the course provider is not in furtherance of the eligible student's graduation or certificate requirements. (2) The eligible student's enrollment in the course access program course would exceed the requirements for a normal full course load at the school corporation. (3) The course access program course is logistically infeasible. However, a school corporation may not deny enrollment of an eligible student under subdivision (3) if the eligible student agrees to pay the cost of tuition for the applicable course access program course.*

## **Can we deny a request if the course is already offered at our school?**

You could deny the request for any of the three reasons stated above.

## **If we have a student who wants to take American Sign Language online through iCAP, they can utilize this without us having a licensed ASL teacher in our building?**

Yes, if your school wants to make a course like ASL available to students, but you do not have a licensed teacher on faculty, the iCAP is a solution.

## **If we have another vendor like APEX and there is a course a student wants that is not on APEX (for example ASL), then must we allow a student to take ASL on iCAP?**

What you are describing is a local decision. We suggest school corporations develop their local policy and procedures. We have resources to support that work at <https://www.doe.in.gov/icap/icap-schools>.

**If I could not find a teacher for a given subject, could students pursue the course through the iCAP option? For example, Spanish I.**

Yes, if your school does not have a licensed teacher in the content area on faculty, the iCAP is a solution.

**If our school does not have room in our social studies teachers' schedules to teach Indiana Studies, which must now legally be offered, are we required to pay for the few students who signed up to take it through iCAP or since we only had 3 students sign up, do we have to offer this option?**

For statutorily required courses, schools may find the iCAP offerings useful for exactly the reason mentioned above. It may make more financial sense to use one of the iCAP offerings to support the course than to schedule a teacher for a period with just a few students. No one is required to use iCAP but if a course is required statutorily, schools don't have the luxury of not offering the course. If a school chose to use iCAP as a way to meet the statutory requirements, the school would be required to pay the provider of the course for each enrolled student as long as the enrollment of each student was part of their normal class schedule (not more than a full load). The price listed in the iCAP course catalogue is the list price for enrolling one student. Some providers have volume pricing available which may provide a further financial incentive for schools looking for ways to offer courses with low enrollment.

**Will this replace our need for a contract of our own for credit recovery?**

Not necessarily. What you are describing is a local decision. We suggest school corporations develop their local policy and procedures. We have resources to support that work at <https://www.doe.in.gov/icap/icap-schools>.

**I read that there is a limit of 3 courses per student. Is that 3 courses per semester? Per school year?**

With any new program, we know there can be miscommunication. There is not a limit of courses a student can complete through iCAP. We have specifically addressed this question in the Student section of the iCAP DOE website:

**Q. Are there limits to how many iCAP courses a student can take?**

A. The iCAP does not place limits on the number of online courses a student can take. However, local district policy may include some limitations around online class enrollment. Best practices suggest students ease into the number of online courses they take; however, schools ultimately decide how many classes a student can take.

## **How does Dual Credit work with iCAP providers?**

Essentially, the iCAP course works the same as it would if your school corporation offered dual credit in partnership with Ivy Tech (our only dual credit provider in the pilot). The iCAP offerings are another option for making dual credit available to Indiana students.

## **Do students enrolled in Ivy Tech's iCAP courses earn dual credit?**

Yes.

## **To clarify for reporting purposes, are students enrolled in iCAP considered dual enrolled with the provider and their public high school?**

Yes.

## **The course link to Ivy Tech's COMM 101 says that prerequisites include other Ivy Tech courses that aren't offered via iCAP. How can students meet that requirement?**

Prerequisites for this course can be met by a student demonstrating a satisfactory GPA in accordance with Ivy Tech policy, PSAT score, SAT score, ACT score, or Accuplacer exam results.

## **Will Ivy Tech tuition be charged for iCAP courses?**

The only fees associated with any of the iCAP courses is the cost that is listed in the iCAP Portal.

## **What about students with IEPs?**

Prior to the enrollment of a student with a disability into one or more iCAP courses, the student's case conference committee (CCC) or Section 504 team should meet to do the following:

- determine whether each online course meets the student's educational goals;
- review the IEP to consider the extent to which the student's current accommodations can be provided in the virtual learning environment; and revise the IEP to identify any additional accommodations or assistive technology that may be needed to ensure equitable access in the virtual learning environment in order to ensure the provision of a free appropriate public education (FAPE).

## **How will you handle students with learning disabilities and accommodations?**

The Department's Office of Special Education is putting together guidance around considerations for students with IEPs and 504 Plans, which we will post on the [Schools webpage](#). They are also diligently working on resources for families around online delivery of courses, which we will make available in the [Students FAQs section](#).

## **How will accommodations be delivered?**

Prior to the first day of the online course, the student's teacher of record (TOR) or Section 504 Coordinator (or Coordinator's designee) is required to provide a copy of the student's IEP or Section 504 plan to the online course instructor and ensure that the instructor is made aware of any requisite accommodations or modifications for the student. It is then the online course instructor's ongoing responsibility to communicate any questions regarding implementation of the student's IEP or Section 504 plan to the TOR.

## **Are courses supported with [UDL](#)?**

You are encouraged to review what course providers must submit for course review as part of the iCAP application. Details can be found at <https://www.doe.in.gov/icap/icap-providers> Here is a quick summary:

Adhere to Accessibility Guidelines as outlined in Section 508 Accessibility Standards from the U.S. Access Board.

1. Append a copy of a [Voluntary Product Accessibility Template](#) (VPat) with the application.
2. Meet conformance level A of the World Wide Web Consortium's Web Accessibility Initiative (WAI) [Web Content Accessibility Guidelines \(WCAG\) 2.0](#).

Satisfy at least one of the following measures of quality for course(s) submitted for iCAP approval:

- Course level evaluation using [Quality Matters](#) for each course proposed
- Course level evaluation using the [INACOL](#) standards for online learning
- Courses proposed are part of an approved course catalog at an Indiana institution of higher education

## **Are all courses NCAA approved?**

No, all courses are not NCAA approved. You can check a course's status in the portal/Course Listing by clicking the hyperlinked course title/code. When the course details opens, scroll down to below Course Link to see the status.

## **Can a complete list of NCAA approved courses be developed?**

We have added the ability to search the portal by NCAA approval. Selecting Yes in the search menu allows you to pull up a complete list of NCAA approved courses.

## **How will students access their iCAP courses?**

Each provider will have their own process for students to initiate their course work. We recommend that students and their school advisors read over the Provider Description and Course Link in order to verify that the expectations can be met. If there are concerns or unanswered questions, make a list to review with the vendor contact prior to registration.

### **Can you repeat what you said earlier about access via various learning management systems?**

Providers use a variety of learning management systems for content delivery and instructional interaction. For example, Indiana Online uses Desire2Learn. We recommend that students and advisors read over the Provider Description and Course Link in order to verify that the expectations can be met. If there are concerns, make a list of questions for the vendor contact prior to registration.

### **Who is held responsible for failure of students in one of these classes? Vendors or schools?**

The student's home school and the iCAP provider have shared responsibility in a student's successful completion of an iCAP course.

### **Can we add school "Points of Contact" prior to July/August from the original submission from the Superintendent's Office?**

Yes, you can update your Point of Contact anytime. We will leave the Jotform active during the training period so that districts can make adjustments as needed. You can access the Jotform here: <https://form.jotform.com/80283232211948>. We will close the Jotform on March 30, 2018. It will be reopened twice a year and sent to Lead Points of Contact for confirmation of accuracy. Changes that occur in the interim can be sent to [icap@doe.in.gov](mailto:icap@doe.in.gov).

### **Has the DOE written sample policies for schools to look at? If so, can you please share these with me?**

We do not have sample policies for schools to look at, but we have shared support materials to guide policy development.

<https://www.doe.in.gov/sites/default/files/icap/icap-local-policy-development.pdf>

## **The Appeal Process**

### **How does the appeal process work if a district chooses not to participate?**

The appeal process is not dependent on a school or school corporations decision to participate in the iCAP. The process is outlined in the legislation under section 5 of HEA 20-30 Chapter 16 <http://iga.in.gov/static-documents/3/d/7/7/3d77c2e5/HB1007.06.ENRS.pdf> . This is the procedure the department has put in place to meet the legislation:

*1. Upon receipt of an appeal, the DOE will send the student's Lead iCAP Point of Contact a link to a form for further details and justification from the school.*

*2. The school corporation will have 3 business days to complete and submit the digital response to the DOE.*

*3. Upon receipt of the school's response, the appropriate department personnel will review both surveys and make a final enrollment decision. The appeal decision and explanation will be sent to the parent and the iCAP Lead.*

*Note: If the school corporation does not submit a response in three (3) business days, they cannot contest the appeal based on any lack of information.*

**Will the appeal process be available for parents in multiple languages?**

We are working on making this available. Thank you for thinking to ask!

**Will this presentation be available for us to download and share?**

Yes, you can [access the Slide Deck here](#). You are welcome to make a Copy and edit your own version. Questions can be directed to Michelle Green [mgreen@doe.in.gov](mailto:mgreen@doe.in.gov).